MACMHB
State Training Guidelines Workgroup
Training/Curriculum Recommendations

The intent of this Training Guideline is for the development and presentation of training content. Curricula based on this guideline will contribute to statewide uniformity, reciprocity, and portability.

Copyright 2012

Topic: ***Documentation Skills***

Defining Paragraph (Vision, Boundaries, Overall Outcome Statement):

The ability to clearly write facts and observations in a person's record. The content should be valuable and relevant and should meet legal requirements.

Definitions:
Content– These are a listing of the areas covered in the subject.
Outcomes/Competencies – These are statements about what participants will be able to do as a result of having participated in the course. Please indicate expectations and minimum competency criteria.

Content:

1. Understand the record is a legal document
2. Identify what is appropriate to put in an individual's records
3. Identify the different types of documentation and the correct format for each
4. Report and write observations without conclusions
5. Document legibly, clearly, and concisely and in a format that is professional

Outcomes/Competencies:

1. Participants will identify what is appropriate to put in a person's records and will be able to do so at least 80% of the time as shown on testing outcomes.

2. Participants will identify what information needs to be reported to the appropriate location within the person's record or other reporting mechanism and will do so at least 80% of the time as shown on testing outcomes.

3. Participants will identify what is required to document, will do so clearly and concisely, and in a format that is professional at least 80% of the time as shown on testing outcomes.

Outline/Recommendations:

1) Legalities
   a) Participants will understand the record is a legal document
   b) Understand the purpose of the document

2) General grammatical training
   a) Writing skills
   b) What to put in various documents
      i) What to write, what not to write

3) Practice Scenarios (both in class and homework)

Trainer Qualifications:
Check all that apply, be specific (years, degree, skills, etc):

- ☐ College Degree:
- ☐ License:
- ☒ Years Experience (please specify below): 2+ years documenting in records, has proof of skill set
- ☒ Documented Skill Set: Audit recommendations, recommendation of supervisor, can pass the test with 95%
- ☐ Training Experience:
- ☐ Trainer in Adult Learning Styles/Methods:
- ☐ Other:

Specified experience:

Has worked in group home setting, is familiar with documentation processes and requirements, and is considered a subject matter expert.

Length of Training:

2 hours

Format:

The acceptable format(s) for the class:

- ☒ Traditional "live" class.
- ☐ Online Class
- ☒ Self-study Unit – but graded/reviewed by trainer
- ☐ Video Class
- ☐ Other (specify):

Teaching Methods:

These are the best teaching methods for teaching course content. Additional methods may also enhance learning.

- ☒ Individual
- ☒ Classroom/Group

- ☒ Lecture
- ☐ Discussion
- ☒ Skills Practice
- ☒ Return demonstrations
- ☒ Activities
- ☐ Videos
- ☐ Online Activities
- ☒ Individual Assignments
- ☒ Homework assignments
- ☐ Other (specify):
- ☐ Other (specify):

Method of Assessment:

How to measure entry level competency in this course:

☒ Written Test	Performance Indicator:	80 %
☒ Return Demonstration	Performance Indicator:	80 %
☒ Online Test	Performance Indicator:	80 %
☒ Skill Sheet	Performance Indicator:	80 %
☒ Homework Assignment(s)		
☐ Observation with sign-off sheet.		
☐ Other:		

Scope of Implementation:
Training recommended for:

- ☒ Specialized Residential direct care staff
- ☒ Specialized Residential administrative staff
- ☒ Supported Living staff
- ☒ Adult Foster Care staff
- ☒ Respite Service staff
- ☒ Self-Determination staff
- ☒ Home-based services staff
- ☒ Foster Family Group Home staff
- ☒ Child-caring Institutions (Children's Group Home) staff
- ☐ Other employee group (specify):
- ☐ Other employee group (specify):

Frequency:
It is recommended the content be reviewed/retaken:

- ☒ Initial
- ☐ Annual
- ☐ Every two years
- ☒ As needed: Determined by annual performance reviews
- ☐ Other:

Additional Comments:

References/Legal Authority:

1) MCL 400.710(3)
2) R 330.1801 et. seq.
3) Prevailing State Guidelines and Practice Protocols

Note: If training is for an adult foster care facility/home adult foster care staff must also comply with the adult foster care administrative rules. In addition, in those situations where the contents of the training conflict with an administrative rule, the rule prevails.